



*Embassy of the United States of America*

Rue Caporal Bernard Anani

01 BP 2012 Cotonou

November 5, 2014

To: Prospective Offerors

Subject: Moving Services - Solicitation Number SBN15015Q0001

Enclosed is a Request for Quotations (RFQ) for moving and move-related services to relocate the American Embassy Cotonou from Rue Caporal Bernard Anani Camp Guezo to Boulevard de la Marina, Palais des Congrès. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document (to include Section I, Block 23, Section 5, Representations and Certifications) and submit it with a technical proposal to the address shown on the Standard Form 1449 that follows this letter.

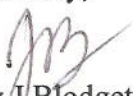
The Embassy intends to conduct a pre-proposal conference followed by a site visit on Tuesday November 18 at 10:00am at the Annex conference room, and all prospective offerors who have received a solicitation package are invited to attend. See the Addendum to Solicitation Provisions of the attached solicitation for details.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer, Amber J McCoy, at the gate of Annex on or before 11:00 am on December 11, 2014. No quotation will be accepted after this time.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Questions regarding this solicitation should be submitted in writing to Amber J McCoy, CotonouGSOBids@State.gov.

Sincerely,

  
Jay J Blodgett  
Facility Manager

Enclosure  
SBN15015Q0001 - Solicitation